

Office of the Superintendent Mrs. Mary Smith Johnson, Ed.S GLCSD	Greenwood Leflore Consolidated School District REQUEST FOR PROPOSAL English Learners Instructional Intervention Program SPECIFICATION RESPONSE FORM	
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SPECIFICATION RESPONSE FORM		
Please acknowledge the conditions by placing a checkmark or 'X' in the appropriate box. For clarification, the left-hand box answers in the affirmative or 'Yes' to each question or condition, while the right-hand box indicates the negative, or a 'No' answer.	Yes	No
INTRODUCTION: The Greenwood Leflore Consolidated School District is located in Greenwood, Mississippi. School facilities consist of twelve schools and one central office. The district has approximately 3691 students.	<input type="checkbox"/>	<input type="checkbox"/>
PURPOSE OF RFP: The district is requesting proposals and pricing for an English Learners Instructional Intervention Program that will have the capability of providing instruction in each student's home language and gradually releases them into English instruction. The program should also provide intense intervention and course recovery opportunities for all students.	<input type="checkbox"/>	<input type="checkbox"/>
These services shall be provided to the Greenwood Leflore Consolidated School District during the 2025-2026; 2026-2027 and 2027-2028 school terms.	<input type="checkbox"/>	<input type="checkbox"/>
The Superintendent reserves the right to reject any and all bids.	<input type="checkbox"/>	<input type="checkbox"/>
ABOUT THIS DOCUMENT: This document, titled a Specification Response Form, is the form by which vendors shall respond to this bid opportunity. Vendors may be required to include other documents, including warranty or other information in order to be considered responsive. Complete the Specification Response Form in its entirety.	<input type="checkbox"/>	<input type="checkbox"/>
GENERAL TERMS: All equipment furnished under this contract shall be new, unused and the same as the manufacturer's current production model. Accessories not specifically mentioned herein, but necessary to furnish complete unit ready for use, shall also be included. Unit shall conform to the best practice known to the trade in design, quality of material and workmanship. Assemblies, sub-assemblies and component parts shall be standard and interchangeable throughout the entire quantity of units as specified in this invitation to bid. All units shall be fully assembled and ready to operate or use.	<input type="checkbox"/>	<input type="checkbox"/>
GUARANTEE: All units shall be covered by the manufacturer standard warranty. Other warranty conditions may apply.	<input type="checkbox"/>	<input type="checkbox"/>
BID QUOTATION: Bidders shall complete every space in the specification bidder's proposal column with a check mark to indicate if the item being bid is exactly as specified. If not, the "NO" column must be checked and a detailed description of the deviation from the specification to be supplied.	<input type="checkbox"/>	<input type="checkbox"/>
DELIVERY: Delivery of any materials shall be FOB to the Purchasing Entity. Installation may apply to some line items.	<input type="checkbox"/>	<input type="checkbox"/>
RFP Submission requirements: Submit three (3) copies of this unpriced (Specification Response Forms and Proposals with pricing shall be immediately discarded as non-responsive) SPECIFICATION RESPONSE FORM in one sealed package with Professional Development for English Learners Instructional Intervention Program on the outside of the package to the following address: Office of the Superintendent Greenwood Leflore Consolidated School District 1901 Hwy 82 West Greenwood, Mississippi 38930 (662) 581-3035 E-Mail: mjohnson@glcsd.org Director of Curriculum	<input type="checkbox"/>	<input type="checkbox"/>

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QUESTIONS REGARDING THIS RFP: All questions, comments and requests for clarifications must be emailed to dflowers@glcsd.org and shall be directed to Denina Flowers, Federal Programs Director. Any oral communications shall be considered unofficial and non-binding. All responses to written questions and changes to specification requirements will be communicated via email to person submitting questions	<input type="checkbox"/>	<input type="checkbox"/>
RESPONSES TO QUESTIONS: Only written responses to written communications shall be considered official and binding upon the School District. The School District reserves the right, at its sole discretion, to determine appropriate and adequate responses to the written comments, questions and requests for clarification.	<input type="checkbox"/>	<input type="checkbox"/>
ADDENDA: All addendums and/or any other correspondence (general information, question and responses) to this RFP will be made available exclusively by the district' leadership team.	<input type="checkbox"/>	<input type="checkbox"/>
BID PROCESS: This bid event is being conducted by the district's leadership team, which is a bid process during which vendors compete for the District's business in real time. The vendors will submit their sealed bids to the district's office and the team will use the scoring methodology to determine which proposal and bid will be accepted. ALL vendors will be notified of the outcome.	<input type="checkbox"/>	<input type="checkbox"/>
<i>The bid opening will be at 10:00 p.m. on Wednesday, May 28, 2025</i> Please publish on the following dates: <u>May 12, 2025</u> and <u>May 19, 2025</u> PERFORMANCE DATES: Publish Dates: Advertise: 12 May 2025 Advertise: 19 May 2025 Specification Responses Due on or Before: 23 May 2025 10:00 AM Local Time Office of the Superintendent Greenwood Leflore Consolidated School District 1901 Hwy 82 West Greenwood, Mississippi 38930 (662) 581-3035 E-Mail: mjohnson@glcsd.org	<input type="checkbox"/>	<input type="checkbox"/>

Office of the Superintendent
Mrs. Mary Smith Johnson, Ed.S

GLCSD

Greenwood Leflore Consolidated School District

REQUEST FOR PROPOSAL
English Learners Instructional Intervention
Program
SPECIFICATION RESPONSE FORM

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Minimum Eligibility Requirements for Contract Award	YES	NO
Following are the minimum eligibility requirements in order to be considered for this opportunity. Please acknowledge the conditions by placing a checkmark or 'X' in the appropriate box. For clarification, the left-hand box answers in the affirmative or 'Yes' to each question or condition, while the right-hand box indicates the negative, or a 'No' answer.		
1.1 Applicants must provide documentation of a minimum of five (5) years of evidenced-based results according to the ESSA (Every Student Succeed Act) guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
1.2 Applicants must address and provide (if applicable) a list of any pending/past litigation or investigations that have occurred within the past five (5) years. Please include SAM.gov form showing evidence of no suspensions or debarments	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Applicants must have financial stability and adequate staff to manage the program in the sole and absolute discretion of the Greenwood Leflore Consolidated School District.	<input type="checkbox"/>	<input type="checkbox"/>
1.4. Applicants must, at all times during the contract term and at their own expense, keep in full force and effect comprehensive general liability insurance with "personal injury" coverage; commercial or business auto liability insurance; physical and contractual liability coverage, with minimum limits of ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00)	<input type="checkbox"/>	<input type="checkbox"/>
1.5 Greenwood Leflore Consolidated School District and Superintendent shall be named additional insured on the said policy. The insurance policies required under this Section shall not be modified or cancelled except upon 60days' written notice to Greenwood Leflore Consolidated School District. Proof of insurance must be submitted to the Greenwood Leflore Consolidated School District bat the time the contract is executed.	<input type="checkbox"/>	<input type="checkbox"/>
1.6 Applicants must, at all times during the contract term and at their own expense, keep in full force and effect a policy of workers' compensation insurance for coverage in Mississippi with an employer's liability limit of: Bodily Injury by accident - \$500,000.00 each employee Bodily Injury by disease - \$500,000.00 policy limit Bodily Injury by disease - \$500,000.00 each employee	<input type="checkbox"/>	<input type="checkbox"/>
1.7 The Greenwood Leflore Consolidated School District Board shall be named additional insured on the said policy. The insurance policiesrequired under the Section shall not be modified or cancelled except upon 30 days' written notice. Proof of insurance must be submitted to the Greenwood Leflore Consolidated School District at the time the contract is executed.	<input type="checkbox"/>	<input type="checkbox"/>
1.8 Contractors' staff involved in this project may be required to participate in a criminal background check process as prescribed by the school district.	<input type="checkbox"/>	<input type="checkbox"/>
1.9 Applicants must comply with all applicable licensing and certification requirements specific to the proposed services.	<input type="checkbox"/>	<input type="checkbox"/>
1.10 Applicants must be in compliance with all applicable City, County, State and Federal laws, regulation codes and ordinances. The vendor must reference in its contract if awarded the bid that the vendor has read, understood, agreed, signed and submitted an original copy of the contractual Services Providers' Assurances to the LEA - Exhibit I.	<input type="checkbox"/>	<input type="checkbox"/>

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2.0 Physical School Locations Respondents shall acknowledge the locations of all facilities below:	YES	NO
Bankston Elementary located in Greenwood, Mississippi Claudine Elementary located in Greenwood, Mississippi Davis Elementary located in Greenwood, Mississippi East Elementary located in Greenwood, Mississippi Leflore County Elementary School located in Itta Bena, Mississippi Threadgill Primary located in Greenwood, Mississippi Threadgill Elementary located in Greenwood, Mississippi Amanda Elzy Junior High School located in Greenwood, Mississippi Greenwood Middle located in Greenwood, Mississippi Amanda Elzy High located in Greenwood, Mississippi Greenwood High located in Greenwood, Mississippi Leflore County High located in Itta Bena, Mississippi	<input type="checkbox"/>	<input type="checkbox"/>

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3.0 Scope of Work	YES	NO
The scope of the project shall be an English Learners Instructional Intervention Program that includes but not limited to the following conditions. Please acknowledge the conditions by placing a checkmark or 'X' in the appropriate box. For clarification, the left-hand box answers in the affirmative or 'Yes' to each question or condition, while the right-hand box indicates the negative, or a 'No' answer.		
3.1. General Program Specification Requirements		
3.1.1 The computer-adaptive system that provides direct instruction in each student's home language and gradually releases them into English instruction.	<input type="checkbox"/>	<input type="checkbox"/>
3.1.2 Online program that provides progress monitoring at least three times a year.	<input type="checkbox"/>	<input type="checkbox"/>
3.1.3 Establishes individual learning paths that are aligned with the Mississippi College and Career-Readiness Standards .	<input type="checkbox"/>	<input type="checkbox"/>
3.1.4 Students are generally able to complete an assessment in 30 minutes or less.	<input type="checkbox"/>	<input type="checkbox"/>
3.1.5 Reports are available to teachers and administrators in real time, as soon as students finish testing.	<input type="checkbox"/>	<input type="checkbox"/>
3.1.6 On-demand instructors through video screening to assist students on their learning path	<input type="checkbox"/>	<input type="checkbox"/>
3.1.7 Courseware remediation and recovery that's aligned to the Mississippi Curriculum.	<input type="checkbox"/>	<input type="checkbox"/>
3.1.8 Resources within the program that meet intervention requirements	<input type="checkbox"/>	<input type="checkbox"/>
3.1.9 The assessments are nationally normed and report nationally representative percentile rank scores.	<input type="checkbox"/>	<input type="checkbox"/>
3.1.10 The system has a reading monitoring instrument to measure students' literacy progress throughout the year	<input type="checkbox"/>	<input type="checkbox"/>
3.1.11 The computer-adaptive assessment system provides universal screening and progress monitoring in early literacy, reading, and math.	<input type="checkbox"/>	<input type="checkbox"/>
3.1.12 Does it provide a variety of course offerings for grades 6-12 to include core subject areas, general electives, AP, and world languages?	<input type="checkbox"/>	<input type="checkbox"/>
3.1.13 Does it provide courses for Career and Technical Education as well as content for social-emotional learning?	<input type="checkbox"/>	<input type="checkbox"/>
3.1.14 Are a variety of instructional methods utilized throughout the courses?	<input type="checkbox"/>	<input type="checkbox"/>
3.1.15 Are extension activities available for advanced learners?	<input type="checkbox"/>	<input type="checkbox"/>
3.1.16 Do the assessments include a variety of question formats including written responses?	<input type="checkbox"/>	<input type="checkbox"/>
3.2. Other Requirements	YES	NO
3.2.1. Flexibility to incorporate video modules and learning activities throughout the academic calendar.	<input type="checkbox"/>	<input type="checkbox"/>
3.3. Technology and Security Requirements	YES	NO
3.3.1. The program is cloud-based and is accessible using a range of devices, including iPads, Chromebooks, and other laptop and tablet computers.	<input type="checkbox"/>	<input type="checkbox"/>
3.3.2. The program is compatible with all major web browsers (Internet Explorer, Chrome, Firefox, and Safari).	<input type="checkbox"/>	<input type="checkbox"/>
3.3.3. The vendor has physical and network security procedures and protocols in place to help ensure the security of student data.	<input type="checkbox"/>	<input type="checkbox"/>
3.3.4. The vendor is compliant with The Family Educational Rights and Privacy Act (FERPA) and other regulations governing data privacy.	<input type="checkbox"/>	<input type="checkbox"/>
3.3.5. Student data is backed up on a regular basis. Backups are stored at a secure, offsite location for disaster recovery purposes.	<input type="checkbox"/>	<input type="checkbox"/>
3.3.4 Allow teachers to add, edit and view plans online. Administrators can also view lessons, run reports, and make online .		
3.5. Technical Support	YES	NO
3.5.1. The vendor's call center is located in the U.S. and provides technical support during school hours.	<input type="checkbox"/>	<input type="checkbox"/>
3.5.2. Technical support is available via toll-free telephone, live chat, and e-mail.	<input type="checkbox"/>	<input type="checkbox"/>

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3.5.3. The vendor provides users with 24/7 access to support materials.	<input type="checkbox"/>	<input type="checkbox"/>
3.6. Professional Development	YES	NO
3.6.1. The vendor offers both virtual and onsite professional development services that help teachers to make effective use of student data.	<input type="checkbox"/>	<input type="checkbox"/>
3.7. Company Experience and Stability	YES	NO
3.7.1. The vendor has a large customer base, and schools and districts across the U.S. are currently using the program successfully.	<input type="checkbox"/>	<input type="checkbox"/>
3.7.2. The vendor has a high rate of customer satisfaction and can provide customer references.	<input type="checkbox"/>	<input type="checkbox"/>
3.7.3. The vendor's solutions are research-based, and the vendor is committed to conducting ongoing research into the products' effectiveness.	<input type="checkbox"/>	<input type="checkbox"/>
3.8. Additional Services – Coaching	YES	NO
3.8.1. Provide professional development and coaching and workshops to include, but not limited to collaboration, research-based reading and math teaching strategies and classroom management.	<input type="checkbox"/>	<input type="checkbox"/>
3.9 Student Support Network	YES	NO
3.9.1. Provide ongoing monitoring and support for students that will increase performance.	<input type="checkbox"/>	<input type="checkbox"/>
4.0 Project Goals/Service Evaluation Metric	YES	NO
All programs/services selected shall/must possess the following characteristics:		
4.1. Evidence that the services to be provided are based on thorough scientific based research developed after extensive reviews of literature and current instructional methods and approaches.	<input type="checkbox"/>	<input type="checkbox"/>
4.2. Alignment between research and program design	<input type="checkbox"/>	<input type="checkbox"/>
4.3. Monitoring of student progress using reports based on student data	<input type="checkbox"/>	<input type="checkbox"/>
4.4. Evidence of ongoing support through response to technical assistance questions	<input type="checkbox"/>	<input type="checkbox"/>
4.5. Capacity to provide onsite training and professional development for key staff	<input type="checkbox"/>	<input type="checkbox"/>
4.6. Capacity to keep services current over time	<input type="checkbox"/>	<input type="checkbox"/>
4.7. Adequate fiscal resources to support continuing services over multiple years	<input type="checkbox"/>	<input type="checkbox"/>
4.8. Proven history of delivery of service	<input type="checkbox"/>	<input type="checkbox"/>
4.9. Compliance with federal, state, and local policies	<input type="checkbox"/>	<input type="checkbox"/>

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5.0 Scoring Methodology	YES	NO
Greenwood Leflore Consolidated School District will use any or all of the following categories in developing a scoring mechanism for this bid prior to the receipt of proposals. All information provided by the Vendors, as well as any other information available to Greenwood Leflore Consolidated School District staff, will be used to evaluate the proposals in their sole and absolute discretion. Acknowledge this scoring method in the box to the right to indicate that you understand this process.	<input type="checkbox"/>	<input type="checkbox"/>
Notice to Respondents: <u>Do not write or fill in the spaces provided below. These spaces are reserved for the District evaluation process.</u>	YES	NO
1. Organizational Experience - Possible Score – 25 – Variables considered in evaluating this category will include, but not be limited to the following: a. Applicant’s experience and success in conducting similar work b. Experience in fulfilling contract of similar nature/Years Experience c. Quality and completeness of proposal d. Organizational structure e. Integrity	_____	25
2. Program Design - Possible Score – 25 – Variables considered in evaluating this category will include, but not be limited to the following: overall approach and the Applicant’s grasp of the project as shown by the depth, breath, and clarity of the proposal; a. Innovative and creative approach b. Connection, representation and sensitivity to cultural and ethnic diversity c. Ability to maintain alignment with Standards of the Mississippi Department of Education	_____	25
3. Cost Efficiency – Possible Score – 20 a. Total cost of proposed services b. Service and support cost;	_____	20
4. Program Operations – Possible Score - 30 a. Adequacy of resources, including personnel, equipment, financial stability and other related factors b. Management and planning: The quality of procedures/organizational structures proposed for completion of work c. Timeliness of services; d. Evidence-Based	_____	30
<i>Value-Added is defined as a product(s) or service(s), exclusive of the stated functional and technical requirements and provided to the District at no additional charge, which, in the sole judgment of the District, provides both benefit and value to the District significant enough to distinguish the proposal and merit the award of additional points. A Value-added rating between 0 and 5 may be assigned based on the assessment of the District. These points will be added to the total score.</i>	_____5	
Possible Value-Added Points _____	YES	NO
	<input type="checkbox"/>	<input type="checkbox"/>

DOCUMENT CHECKLIST

Bidders shall include all below documents in order to be considered:
3 Copies of the Proposal with the completed Specification Sheet – Sealed to the address listed above
Any addendums
Evidence of Insurance and warranties listed in the specification sheet
Evidence of no suspensions or debarment

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COMPANY CONTACT INFORMATION (Please Complete):

Contact Individual: _____

Print Name: _____

Title: _____

Business Address: _____

City, State, Zip Code: _____

Email: _____

Office Number: _____

Mobile Number: _____

Signature: _____

Date: _____

Company Name: _____